



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505
(304) 284-7540 (Phone)
(304) 284-4839 (Fax)

November 13, 2007

WEST VIRGINIA BULLETIN NO: WV440-8-1

SUBJECT: PGM – Service Center Information Management System (SCIMS) Data Cleanup

Purpose: To clean up invalid customer information records in SCIMS.

Expiration Date: This bulletin expires December 30, 2007.

An analysis of SCIMS has revealed that fictitious customer records (including names and tax identification numbers (TINs)) continue to reside and be entered in SCIMS and the entity files. Many of these fictitious records reside in the SCIMS/entity files with fictitious character names, such as “John Doe” or “Jane Doe,” or contain the words “delete,” “NULL,” or other unacceptable labels. Fictitious TINs containing a series of nine identical numbers (e.g., 222222222) or consecutive numbers (e.g. 123456789) also reside in SCIMS. In most cases, these fictitious entries were originally created for training or testing purposes. In the near future, FSA offices will be running reports and examining the reports for fictitious records. FSA personnel may be contacting NRCS personnel at the state or county levels to determine the validity of certain records and to identify corrective actions needed. FSA and NRCS are coordinating the cleanup of SCIMS in order to minimize the workload burden on NRCS field staffs.

Field office staffs should cooperate with FSA to clean up these records and to ensure that the SCIMS database is accurate and reliable. Field office staffs should work with their FSA office to eliminate the entries using the procedures identified in the FSA memorandum. All employees having access to SCIMS are responsible for protecting and promoting the integrity and security of all customer data within SCIMS.

If you have questions or need assistance, please contact Bill O'Donnell, ASTC-Operations, at (304) 284-7543.

/s/

KEVIN WICKEY
State Conservationist

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